DEFENSE INTELLIGENCE SENIOR EXECUTIVE SERVICE VACANCY

Announcement No: HQ NGA DISES 2012-26

Opening Date: September 27 Closing Date: October 29

Position Title/Series: Deputy Inspector General/Series IE-0340

Number of Vacancies: 1

Salary Range: \$119,554 -\$173,000 per year

Location: Springfield, VA or St. Louis, MO

Area of Consideration: All Sources

How to Apply: TO BE CONSIDERED FOR THIS POSITION, FOLLOW THE DIRECTIONS BELOW. To receive FULL consideration, mail or hand deliver an original and five stapled copies of your current application. You must identify the position vacancy announcement number. There is no application of preference; therefore, an Application for Federal Employment (OF-612) or a resume may be used. Certain information is required to be submitted, e.g., full name, mailing address, phone numbers, e-mail address, social security number, country of citizenship, education and work experience, current salary, and highest federal civilian grade held. External applicants (if a current or former civilian government employee) should submit one copy of their most recent Notification of Personnel Action, SF-50 noting your current position, grade, and salary level. Permanently attach all components of each application package. Do not place application materials inside report covers or folders, or submit documents not specifically requested, as they will not be used in the evaluation process. Faxed or e-mailed applications cannot be accepted.

Applicants will be rated and ranked by an agency Qualifications Review Board using only the information submitted for consideration. Applicants who do not separately address and document their demonstrated experience, training, and/or education in support of the Intelligence Community Senior Officer Core Qualification Standard and Technical Qualifications will be ineligible for further consideration. Failure to provide all the required information and copies could result in an ineligible rating. Incomplete applications will not be considered.

Submit your application to:

National Geospatial-Intelligence Agency Mail Stop S45-HDE 7500 GEOINT Drive Springfield, VA 22150-7500

<u>Applications must be received by the closing date.</u> A postmark will <u>NOT</u> prevail. Applications will <u>NOT</u> be returned. Please reference announcement number shown above.

<u>Joint Duty Credit</u>: All NGA executive level positions require Joint Duty credit. Employees will receive joint duty credit for almost any service or rotational assignment that was at least at the

GS/GG-13 or DCIPS Pay Band 3 level, and generally for at least one year, or for 179 days or more when deployed to a designated combat zone on or after September 11, 2001.

Note: Employees without Joint Duty credit may apply for the position and can be considered. If selected a waiver would be required prior to final appointment. An external candidate, if selected, will be required to provide proof of Joint Duty credit or immediately apply for Joint Duty credit prior to EOD. NGA seniors without Joint Duty at the same tier level may lateral into the position if selected without requesting a waiver.

Basic Duties and Responsibilities: The Deputy Inspector General (DIG) serves as the deputy to the Inspector General (IG) and shares full authority and responsibility to carry out NGA OIG mission and functions. The OIG is responsible for conducting audits, inspections, reviews, investigations, intelligence oversight inspections, and audit liaison with external audit organizations. The DIG ensures that the OIG carries out its responsibilities in compliance with the applicable standards established by the Council of the Inspectors General on Integrity and Efficiency (CIGIE), as well as the United States General Accountability Office (GAO) Auditing Standards. The DIG directly supports the IG by assisting in the day-to-day operations, oversight, and direction of all OIG activities and the management of OIG personnel. DIG interfaces with management at all levels within NGA, as well as frequently represents the IG at Department of Defense (DoD) and Intelligence Community (IC) IG meetings and functions. In the absence of the IG, DIG serves as acting IG and oversees all OIG responsibilities. DIG oversees staff activities and reviews OIG products to ensure accuracy, objectivity, and consistency. The DIG maintains an independent attitude and appearance; preserves confidentiality and provides leadership in developing and maintaining an innovative and highly capable, professional staff. Internally and externally, the DIG interacts routinely with other senior executives in NGA and in the Intelligence and Defense communities, as well as with members of Congress and Congressional staffers.

Qualification Requirements: Eligibility for this executive level position will be based upon a clear demonstration that the applicant has experience of the scope and quality sufficient to effectively carry out the assignments of the position. The successful applicants will be distinguished from other applicants by a review of the following Office of Personnel Management (OPM) Executive Core Qualifications (ECQs), the Intelligence Community Senior Officer Core Qualification (SOCQ) Standard, and the Technical Qualifications. Failure to meet a Qualification requirement will disqualify an applicant. Use an Activities/Context/Outcome Approach when describing your ECQs and keep in mind that reviewers will be looking for specific job-related activities and they will be interested in the context and outcomes of these activities. First, identify specific job-related activities (e.g., leadership, planning, acquiring a diverse workforce, budgeting) in which you participated and describe your actions. Next describe the context or environment within which you performed these actions. Mention other individuals or groups involved in the activity (e.g., client groups, members of Congress, individuals in other organizations). Lastly, state the outcomes of your actions. These indicate the quality and effectiveness of your performance and demonstrate your ability to achieve results, a key requirement of executive positions. Start your qualification statements with a brief summary of your managerial experience before individually addressing each of the five ECQs. Because "(6) Fundamental Competencies" are cross-cutting, they should be addressed over the course of the applicants ECQ narrative. It is not necessary to address them separately as long as the narrative, in its totality, shows mastery of these competencies on the whole.

ECQs and their key characteristics: (Include as separate attachment one page maximum per ECQ)

1. Leading Change: This core qualification involves the ability to bring about strategic change, both within and outside the organization, to meet organizational goals. Inherent to this ECQ is the

ability to establish an organizational vision and to implement it in a continuously changing environment. Competencies include:

- Creativity and Innovation Develops new insights into situations; questions conventional
 approaches; encourages new ideas and innovations; designs and implements new or cutting
 edge programs/processes.
- External Awareness Understands and keeps up-to-date on local, national, and international policies and trends that affect the organization and shape stakeholders' views; is aware of the organization's impact on the external environment.
- **Flexibility** Is open to change and new information; rapidly adapts to new information, changing conditions, or unexpected obstacles.
- **Resilience** Deals effectively with pressure; remains optimistic and persistent, even under adversity. Recovers quickly from setbacks.
- **Strategic Thinking** Formulates objectives and priorities, and implements plans consistent with the long-term interests of the organization in a global environment. Capitalizes on opportunities and manages risks.
 - **Vision** Takes a long-term view and builds a shared vision with others; acts as a catalyst for organizational change. Influences others to translate vision into action.
- 2. Leading People: This core qualification involves the ability to lead people toward meeting the organization's vision, mission, and goals. Inherent to this ECQ is the ability to provide an inclusive workplace that fosters the development of others, facilitates cooperation and teamwork, and supports constructive resolution of conflicts. Competencies include:
 - **Conflict Management** Encourages creative tension and differences of opinions. Anticipates and takes steps to prevent counter-productive confrontations. Manages and resolves conflicts and disagreements in a constructive manner.
 - **Leveraging Diversity** Fosters an inclusive workplace where diversity and individual differences are valued and leveraged to achieve the vision and mission of the organization.
 - **Developing Others** Develops the ability of others to perform and contribute to the organization by providing ongoing feedback and by providing opportunities to learn through formal and informal methods.
 - **Team Building** Inspires and fosters team commitment, spirit, pride, and trust. Facilitates cooperation and motivates team members to accomplish group goals.
- 3. Results Driven: This core qualification involves the ability to meet organizational goals and customer expectations. Inherent to this ECQ is the ability to make decisions that produce high-quality results by applying technical knowledge, analyzing problems, and calculating risks. Competencies include:
 - Accountability Holds self and others accountable for measurable high-quality, timely, and cost effective results. Determines objectives, sets priorities, and delegates work. Accepts

responsibility for mistakes. Complies with established control systems and rules.

- **Customer Service** Anticipates and meets the needs of both internal and external customers. Delivers high-quality products and services; is committed to continuous improvement.
- Decisiveness Makes well-informed, effective, and timely decisions, even when data are limited or solutions produce unpleasant consequences; perceives the impact and implications of decisions.
- **Entrepreneurship** Positions the organization for future success by identifying new opportunities; builds the organization by developing or improving products or services. Takes calculated risks to accomplish organizational objectives.
- **Problem Solving** Identifies and analyzes problems; weighs relevance and accuracy of information; generates and evaluates alternative solutions; makes recommendations.
- **Technical Credibility** Understands and appropriately applies principles, procedures, requirements, regulations, and policies related to specialized expertise.
- **4. Business Acumen:** This core qualification involves the ability to manage human, financial, material, and information resources strategically. Competencies include:
 - **Financial Management** Understands the organization's financial processes. Prepares, justifies, and administers the program budget. Oversees procurement and contracting to achieve desired results. Monitors expenditures and uses cost-benefit thinking to set priorities.
 - Human Capital Management Builds and manages workforce based on organizational goals, budget considerations, and staffing needs. Ensures that employees are appropriately recruited, selected, appraised, and rewarded; takes action to address performance problems. Manages a multi-sector workforce and a variety of work situations.
 - Technology Management Keeps up-to-date on technological developments. Makes
 effective use of technology to achieve results. Ensures access to and security of technology
 systems.
- 5. Building Coalitions: This core qualification involves the ability to build coalitions internally and with other Federal agencies, State and local governments, nonprofit and private sector organizations, foreign governments, or international organizations to achieve common goals. Competencies include:
 - **Partnering** Develops networks and builds alliances; collaborates across boundaries to build strategic relationships and achieve common goals.
 - Political Savvy Identifies the internal and external politics that impact the work of the organization. Perceives organizational and political reality and acts accordingly.
 - **Influencing/Negotiating** Persuades others; builds consensus through give and take; gains cooperation from others to obtain information and accomplish goals.

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- **6. Fundamental Competencies:** These competencies are the foundation for success in each of the Executive Core Qualifications. Competencies include:
 - **Interpersonal Skills** Treats others with courtesy, sensitivity, and respect. Considers and responds appropriately to the needs and feelings of different people in different situations.
 - **Oral Communication** Makes clear and convincing oral presentations. Listens effectively; clarifies information as needed.
 - Integrity/Honesty Behaves in an honest, fair, and ethical manner. Shows consistency in words and actions. Models high standards of ethics.
 - Written Communication Writes in a clear, concise, organized, and convincing manner for the intended audience.
 - **Continual Learning** Assesses and recognizes own strengths and weaknesses; pursues self-development.
 - **Public Service Motivation** Shows a commitment to serve the public. Ensures that actions meet public needs; aligns organizational objectives and practices with public interests.

Intelligence Community (IC) Senior Officer Core Qualification (SOCQ) Standard - Leading the Intelligence Enterprise: Required for all positions effective 1 October 2010. This SOCQ Standard involves the ability to integrate resources, information, interests and activities effectively in support of the IC's mission and to lead and leverage cross organizational collaborative networks to achieve significant mission results. Inherent to this Standard is a deep understanding of the intelligence enterprise (or other comparable interagency or multi-organizational environment) and a shared commitment to the IC's core values. (Include as separate attachment one page maximum per competency)

- 1. Collaboration and Integration: IC Senior officers have a responsibility to share information and knowledge to achieve results, and in that regard are expected to build effective networks and alliances; actively engage these peers and stakeholders; involve them in key decision; and effectively leverage these networks and alliances to achieve significant results. Senior officers are expected to create an environment that promotes employee engagement, collaboration, integration, information and knowledge sharing, and the candid, open exchange of diverse points of view. Candidates assessed against this competency must:
 - Build, leverage, and lead collaborative networks with key peers and stakeholders across the IC and/or in other government/private-sector organizations, or professional/technical disciplines to achieve significant joint/multi-agency mission outcomes.
 - Integrate joint/multi-agency activities effectively exercising collaborative plans that realize mutual IC, joint, or multi-organizational goals.
- 2. Enterprise Focus: IC Senior officers are expected to demonstrate a deep understanding of how the missions, structures, leaders, and cultures of the various IC components interact and connect; synthesize resources, information and other inputs to effectively integrate and align component, IC, and USG interests and activities to achieve IC-wide, national, and international priorities. Senior officers are expected to encourage and support Joint Duty assignments and developmental

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experiences that develop and reinforce enterprise focus among their subordinates. Candidates assessed against this competency must:

- Understand the roles, missions, capabilities, and organizational and political realities of the intelligence enterprise; apply that understanding to drive joint, interagency, or multiorganizational mission accomplishment.
- Understand how organizations, resources, information, and processes within the IC or interagency/multi-organizational environment interact with and influence one another; apply that understanding to solve complex interagency or multi-organizational problems.
- 3. Values-Centered Leadership: IC Senior officers are expected to personally embody, advance and reinforce IC core values. Senior officers are also expected to demonstrate and promote departmental and/or component core values. Candidates assessed against this competency must demonstrate:
 - A **Commitment** to selfless service and excellence in support of the IC's mission, as well as to preserving, protecting, and defending the Nation's laws and liberties;
 - The integrity and **Courage** (moral, intellectual, and physical) to seek and speak the truth, to innovate, and to change things for the better, regardless of personal or professional risk;
 - Collaboration as members of a single IC-wide team, respecting and leveraging the diversity
 of all members of the IC, their background, their sources and methods, and their points of
 view.
 - Promote, reinforce, and reward IC, departmental/component core values in the workforce and ensure that actions, policies, and practices are aligned with, and embody those values.
 - Ensure that organizational strategies, policies, procedures, and actions give appropriate focus, attention, and commitment to diversity of people, point of view, ideas, and insights.

<u>Position Demands:</u> This executive level position requires an expert on the full scope of Inspector General activities. Educational background to include a **Bachelor's degree** in a related field such as Accounting, Business Administration, Finance, or Public Administration is required. A graduate degree or higher in a pertinent field is desirable but not required.

Note that you may be required to relocate in the future, based on mission need, nature of work performed by NGA, and the needs of NGA partners worldwide.

Technical Qualification Requirements (TQs): (Include as separate attachments, one page maximum per TQ). In addition to the six Executive Core Qualifications which are mandatory for all DISES level positions and the Intelligence Community Senior Officer Core Qualification Standard, applicants will be rated on the TQ's identified below which are essential for successful performance in the position. These statements should be a narrative explanation of your relevant background and experience. They must show that your experience, education, and accomplishments reflect the competence and professional standing required to provide expertise required by this position. Technical Qualification Statements that do not clearly address the qualification criteria will not be adequate for evaluation. The employee selected for this position must possess:

A. Specialized Experience: Demonstrated ability in an IG-related field such as accounting, auditing, financial analysis, law, management analysis, public administration, or investigation. Education should be supplemented by 5 years of professional experience in IG-related activities such as audit, investigations, and inspections due to the duties and responsibilities entailed. A strong, in-depth knowledge of auditing standards and practices, investigative standards, and inspection standards is required. One or more of following eight certifications is desirable: Certified Public Accountant, Certified Internal Auditor, Certified Government Financial Manager, Certified Defense Financial Manager, Certified Information Systems Auditor, Certified Management Accountant, Certified Financial Manager, or Certified Fraud Examiner. Contracting Officer Representative (COR) experience or experience in overseeing contract execution and assigned contractors is also desirable.

B. Additional Factors: The following will be considered in determining the candidate's qualifications:

- 1. Demonstrated ability to administer, coordinate, and direct a full spectrum of OIG activities, including audits, evaluations, inspections, and investigations. This includes an extensive knowledge of Federal Inspector General operating principles, policies, and procedures; knowledge of laws, regulations, rules, standards, requirements, policies, and procedures in such areas as auditing, investigations, intelligence oversight, financial analysis, management analysis, public administration or accounting.
- Experience in management positions or in positions that afforded frequent contact with senior federal managers, in regard to IG issues—including the Intelligence Community agencies, Congress, and other government entities. This includes a working knowledge of the organizations, processes, programs, and policies of the Department of Defense and National Intelligence Communities.

Evaluation Methods: Applicants will be evaluated based on job-related criteria identified under the Qualification Requirements by a screening panel of senior representatives with functional backgrounds relevant to this position. Interviews may be conducted.

Security Clearance and Access Level: This position requires access to classified Defense Department and Intelligence Community information. The individual selected must already possess, or be immediately eligible for, a TOP SECRET security clearance and access to Sensitive Compartmented Information. U.S. citizenship is required for the granting of a security clearance.

Other Requirements:

Applicant selected for this position is subject to the completion of a one-year DISL trial period. (Applicants selected from outside NGA may be required to complete a two-year DCIPS trial period if they have not already done so.)

This position is covered under the Ethics in Government Act of 1978 (P.L. 95-521). Incumbent is required to file an Executive Personnel Financial Disclosure Report (SF-278) with the NGA Office of General Counsel.

State the lowest pay you will accept and current total salary.

Provide the name, address, and telephone number of three references to substantiate your qualifications.

Employment is subject to requirements of the NGA Drug Testing Program.

You may be required to successfully complete a polygraph examination for the position you applied for and/or for any future position(s).

Other Information:

- 1. Permanent Change of Station (PCS). Travel/Transportation expenses are authorized.
- 2. Veteran's preference does not apply to the Senior Executive Service.
- Copies of this announcement and other general information may be obtained through the NGA's website https://www1.nga.mil/Careers/CareerOpp/Pages/CareersOpp.aspx, as well as OPM's www.usajobs.gov, or by calling (571) 557-4370/3962/3932.
- 4. Use of postage paid Government agency envelopes to file job applications is a violation of Federal law and regulation.

The National Geospatial-Intelligence Agency is an Equal Opportunity Employer. All qualified applicants will receive consideration for appointment without regard to race, age, religion, color, national origin, sex, marital status, sexual orientation, handicap, lawful political affiliation, or any other non-merit factor. This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. The decision on granting reasonable accommodation will be on a case-by-case basis.